

Process Evaluation Plan Format

SMART Objective: By June 30, 2011, Increase the proportion of County X school districts with comprehensive tobacco-free school grounds from 0% to 43%.						Short Term Outcome Number: 1.14.2
Activity Name: Comprehensive Tobacco-Free School Ground Policies						MAPPS Strategy: Access
Action Steps: <ul style="list-style-type: none"> -Contact Districts -Update policy information in School Grounds Policy File -Determine districts with limited or no current school grounds policy - Set up meeting with youth and sponsors to determine plans to educate students and faculty on the importance of TFSGP - Provide secondhand smoke media materials (banners, posters, activities) - Present policy change to school board for approval 						Change Sector: School
Activity Narrative: Descriptions and justification of the proposed activity. How will it impact the needs identified by your CHANGE Tool Community Action Plan?						
Process Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
1) Number of school districts contacted 2) Number of policies from all schools reviewed 3) Number of schools with no policy in place assessed 4) Number of schools requiring additional policies assessed 5) Number of policies drafted/finalized for schools with no policies 6) Number of additional policies finalized for schools requiring additional policies	1-6) Tobacco-free school ground policy log book (logs of visits to schools, contact persons, meeting minutes) 1-6) Final documents on policies from all schools; information from school principals and board clerks 2-6) Final report on review of school policies 1) Meeting logs/minutes 2-6) Final documents of policies for schools with no policies and for schools requiring additional policies	1-6) Review and abstraction of current school districts tobacco-free school ground policies	Data will be collected from September – June 30, 2011	1) Count of school districts contacted 2) Count of policies from all schools reviewed 3) Count of schools with no policy in place assessed 4) Count of schools requiring additional policies assessed 5) Count of policies drafted/finalized for schools with no policies 6) Count of additional policies finalized for schools requiring additional policies	Relevant progress report will be provided to school & used for education purposes - A mid and final year report will be provided to KDHE - The final policy document summarizing school policies and progress will be provided to student leaders and local legislators	-County-TUPP Program Coordinator -County-TUPP Health Educator -Youth Sponsors -TASK Members - Student Leaders -Local coalition members -School board members - School administration